

Bank Details for Warrant or Bank Transfer (ACH)

Transaction Code:
PA30

Purpose Use this procedure to update an employee's compensation method and associated bank information. The compensation options are warrant (paper check) or direct deposit.

Trigger Perform this procedure when:

- The employee changes banks
- The employee changes how funds are distributed
- An error occurs with the initial bank pre-notification process
- The employee wants to change the compensation method.

Prerequisites The employee is set up in the system.

End User Roles Payroll Processor, Payroll Analyst, Payroll Inquirer, Payroll Supervisor

| Change History | Change Description |
|----------------|---|
| 8/11/06 | Update to include details for entering 01 for checking or 02 for savings. Added info for Correction and Returns report. |
| 1/11/2010 | Updated screen shots and removed the copy option if wanting to change amount being deposited into bank, as HRMS does not support different amounts to be deposited into banks. |

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30










Helpful hints

Use the *Corrections and Returns Report* (ZHR_RPTPY151) on a daily, semi-weekly or other regular basis for any Notifications of Changes (NOC) or Returns that may have come from the Bank. Failure to monitor this report may result in Automatic Deposits not being processed accurately.

Depending of the type of transaction that comes to HRISD from the employee's Bank the following actions may occur:

- Any Return Transaction will automatically reset the employee's Bank Details (0009) back to a Warrant for records dated in the past.
- Bank Details (0009) records that have an effective date on or after the date of the Return will not process. Messages indicated FAILED will show and the user must determine if any action is required.
- Any correction Transactions with codes C01-C07 will automatically update the employee's Bank Details (0009) with the new information.
- Any Corrections with codes C08 and higher will only be reported, and the user must determine the appropriate course of action.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:


| Message Type | Description |
|---|---|
| Error  | Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed. |
| Warning  | Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed. |
| Confirmation  or  | Example:  Save your entries. Action: Perform the required action to proceed. |

Procedure

1. Start the transaction using the transaction code **PA30**


2. Complete the following fields:

| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|---|
| Field Name | R/O/C | Description |
| Personnel no. | R | The employee's unique identifying number. Example: 40000434 |

3. Click  (Enter) to validate the information.

4. Click **Payroll** tab.

5.

Select the box to the left of **Bank Details (0009)** Click  (Overview) for an overview of all actions associated with the **Bank Details Infotype (0009)**



The Bank Details (0009) Infotype is created during the Hire Action using PA40. HRMS defaults to a warrant (paper check).

Personnel No. 40000434 Name SHARPE BRITTANY

PersArea 3000 DSHS Headquarters EEGroup 0 Permanent



PSubarea 00JE Econ/Social Svcs EESubgroup 05 H-OT Elig>40hrs/wk Status Active

Choose 01/01/1800 To 12/31/9999 STy.

| Start Date | End Date | Payee | Payment method | Ba... | Bank Key |
|------------|------------|------------------------|----------------|-------|-----------|
| 01/02/2007 | 12/31/9999 | BRITTANY SHARPE 400... | Warrants | US | 999999999 |
| 09/01/2006 | 01/01/2007 | BRITTANY SHARPE 400... | Warrants | US | 999999999 |

6. Click the box to the left of the record you want to change.

7. Perform one of the following:

| If | Then |
|--|--|
| You want to create a new <i>Main bank</i> to take effect at a future date. | Click  (Copy) to copy the record. The old record will be delimited the day before the new record takes effect. |
| You want to fix a mistake in the account number of a <i>Main bank</i> . | Click  (Change) to change the record. |

Infotype Edit Goto Extras System Help

Copy Bank Details (0009)

Personnel No. 40000434 Name SHARPE BRITTANY

PersArea 3000 DSHS Headquarters EGroup 0 Permanent

PSubarea 00JE Econ/Social Svcs ESubgroup 05 H-OT Elig>40hrs/wk Status Active

Start 01/02/2007 End 12/31/9999

Bank details

Bank details type 0 Main bank

Payee BRITTANY SHARPE 40000434

Postal Code/City

Bank Country US USA

Bank Key 999999999




Bank Account 999999999 Bank control key 01



Payment method C Warrants

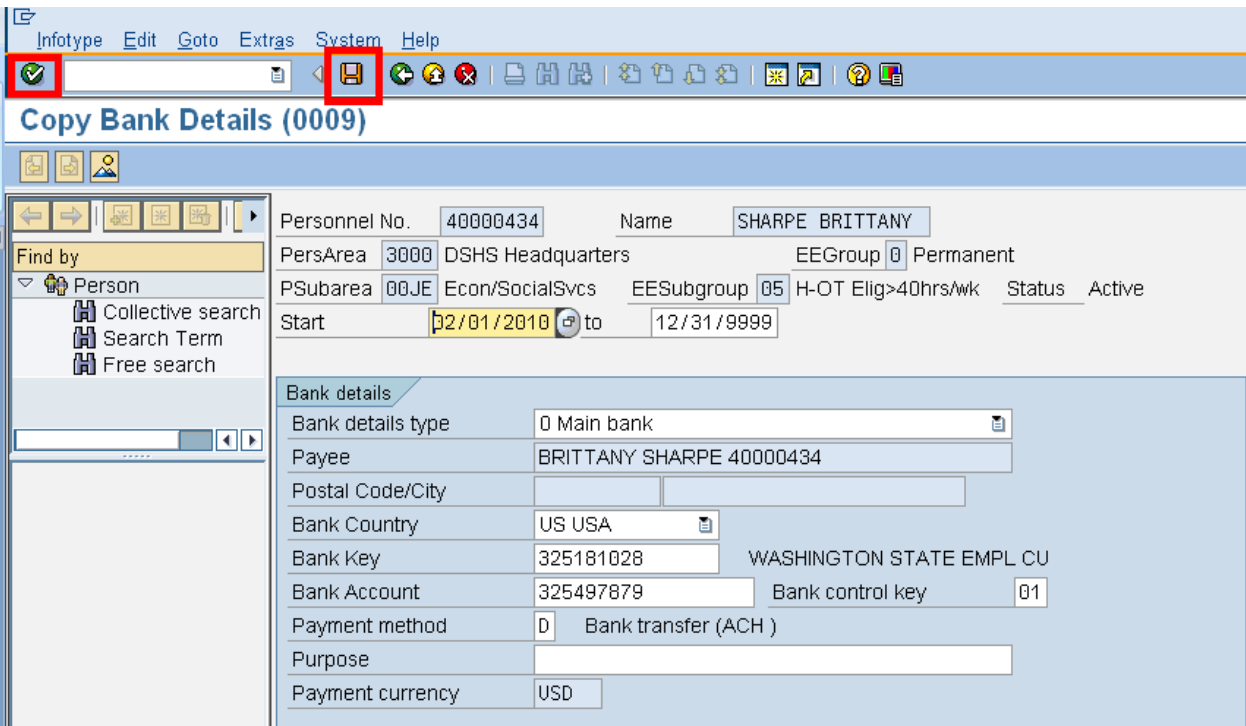
Purpose

Payment currency USD



8. Complete the following fields:

| R=Required Entry O=Optional Entry C=Conditional Entry | | |
|---|-------|---|
| Field Name | R/O/C | Description |
| Start | R | The date on which the record starts Example: 2/1/2010 |
| Bank Details Type | R | The classification for this bank account. <u>Only use – 0 Main Bank.</u>  The State of Washington does not accommodate payments to multiple institutions. Do not use the option of <i>Other Bank</i> . Example: Main bank |
| Bank Key | O | The bank's routing number.  Leave blank for a Warrants payment method. Example: 325181028 |
| Bank Account Number | O | The employee's bank account number.  Leave blank for a Warrants payment method. Example: 325497879 |
| Payment method | R | The manner in which an employee is compensated, either by warrant or direct deposit. |

| | | |
|------------------|---|---|
| Bank control key | O | <p>Example: C = Warrant; D = Bank Transfer (ACH)</p> <p>The type of bank account - for example, savings or checking.</p> <p> Enter 01 for Checking or 02 for Savings.</p> <p> These options must be entered exactly as 01 or 02. Some employee's may already have entries of C or 1 or a blank from previous updates and the defaulting to Checking. It is necessary to update these records to 01 or 02 when making changes to the <i>Bank Details</i> (0009) infotype.</p> <p>Example: 01</p> |
|------------------|---|---|



Infotype Edit Goto Extras System Help

Copy Bank Details (0009)

Personnel No. 40000434 Name SHARPE BRITTANY

PersArea 3000 DSHS Headquarters EGroup 0 Permanent

PSubarea 00JE Econ/Social Svcs ESubgroup 05 H-OT Elig>40hrs/wk Status Active

Start 12/01/2010 to 12/31/9999

Bank details

Bank details type 0 Main bank

Payee BRITTANY SHARPE 40000434

Postal Code/City

Bank Country US USA



Bank Key 325181028 WASHINGTON STATE EMPL CU

Bank Account 325497879 Bank control key 01

Payment method D Bank transfer (ACH)

Purpose

Payment currency USD

9. Click  (Enter) to validate the information.
10. Click  (Save) to save.
11. You have completed this transaction.

Results

You have changed a **Bank Details** record.

Comments

If you have an employee that would like to change from receiving a warrant (paper check) to a bank

transfer (ACH) for a short period (one or two pay periods), the change must be effective dated within the period you want the change to occur and include the check date for that period. For example: Today is May 1 and you have an employee that has requested to have their pay automatically deposited for one pay period. The *start* date for this record should be any date within May 1 to May 5. This will allow for the pre-note process to complete with the bank and result in an bank transfer (ACH) for the May 25 payroll. The *to* date must cover the actual check date for the pay period and should be May 26 for this example. Based on this example, the next pay date (June 10) would produce a warrant (paper check).

The pre-note process is executed when payroll is exited by DOP. Any record that was keyed 10 days prior to payroll being exited will be effective for that payroll. If the transaction was keyed less than 10 days prior to payroll being exited will be effective the following payroll.